



Grants Program Document

Introduction

The Kentucky Department of Fish & Wildlife Resources (KDFWR) offers a grant program to help start and continue to offer Explore Bowhunting (EB) classes across the State. You can obtain the grant application at <http://www.fw.ky.gov/explorebowhunting.asp> or by contacting Katie Haymes, the Explore Bowhunting state coordinator, by phone at 502-564-7109 x4587, or by email at Katie.Haymes@ky.gov. Applicants must agree to abide by the guidelines and requirements of the EB grant program to be eligible for a grant.

Purpose

Explore Bowhunting was conceived to help reverse the nationwide decline in hunting participation and to help keep youths connected to the outdoors. While this program introduces participants to the outdoor skills and equipment used to bowhunt, participants will also develop skills that can be used in other activities such as wildlife watching, photography, filming and more. Explore Bowhunting will provide a “first step” for many youths and or adults toward getting active in the outdoors, or a “next step” for those who have previously participated in an introductory archery or outdoor skills program and are looking for ways to further develop and use their skills. Ultimately, KDFWR hopes Explore Bowhunting will help sustain wildlife conservation efforts by helping prepare participants to be more informed citizens and to help fund wildlife conservation through their purchase of hunting and fishing licenses and permits. KDFWR receives NO funds from the state’s General Fund, but relies on license revenues and grants derived from federal excise taxes on bows and arrows, guns, ammunition and fishing equipment.

Grants & Equipment Loans

KDFWR will make funding and equipment assistance available to qualifying Explore Bowhunting programs at schools or other organizations (Hosts) statewide on a first-come, first-served basis in three ways:

- 1. Equipment Grant:** Up to \$800 reimbursement grant toward the purchase of the “equipment kit” and necessary supplies to start an EB program. Price of the kit may vary; KDFWR will reimburse ½ the actual kit cost up to \$800 upon receiving both student registrations and evaluations. Host to pay full cost upfront to be reimbursed upon completion of grant requirements. (PO's Accepted)
- 2. Loaner Kit:** A limited number of Loaner Kits are available. The use of a loaner kit is provided on a year to year basis upon fulfilling grant requirements. Borrowers representing approved Host organizations must sign a loaner kit agreement accepting responsibility for all equipment and replacement costs for lost/damaged items. The Loaner Kit Agreement is signed at time of pick-up.
- 3. 3D Target Grant:** The Fish & Wildlife Foundation will be offering targets on a first-come-first-serve basis to Kentucky Explore Bowhunting programs based on student registration. For every 10 student registrations submitted a 3D target will be awarded (*up to 3 targets per organization per grant year*). This grant is offered on its own **or** in addition to all other grants. **See pg 4 for details**

Agreement Duration

1. The grant year runs January 1st 2013- May 31st 2014
2. Application Period will be January 1st 2013 to December 31st 2013 to be eligible for grants during the 2013-2014 grant year.
3. All grants for the 2013-2014 year will be based on available funds/equipment and issued on a first-come-first-serve basis.
4. An approved grant application will be valid through May 31, 2014
5. \$800 Equipment Grants during the 2013-2014 grant year (January 1, 2013- May 31, 2014), will be reimbursed upon verification that the requirements for the grant have been met.
6. **All Requirements must be completed and returned by May 31st 2014 to satisfy the Grant.**

KDFWR agrees to:

1. Provide the required instructor workshop (3-4hrs). Materials fee applies.
2. Provide a Letter either approving or disapproving Hosts for the grant.
3. Provide Equipment Grant reimbursement for approved Host's initial purchase of the "equipment kit" when all requirements are met.
4. Provide a Student Handbook & Certificate to all registered Explore Bowhunting participants

Host Requirements:

1. Have a *minimum of 10* students complete an Explore Bowhunting course within the grant year.
2. Complete a *minimum of 10* different activities within your Explore Bowhunting program.
3. Register all students and return registrations to KDFWR (for each course held).
4. Complete student and instructor evaluations and return to KDFWR (for each course held).
5. Complete and return the annual instructor survey to KDFWR.

All Registrations, Evaluations and Annual Survey's must be completed and returned to KDFWR by May 31st 2014

Reporting Requirements

1. The host shall contact the KDFWR Explore Bowhunting state coordinator if any changes arise related to the grant-funded EB class. (ex. Instructor changes, location changes etc.)
2. If for any reason the host cannot complete the Explore Bowhunting Grant Requirements as specified in the grant agreement, no reimbursement will be provided and/or equipment will be returned to KDFWR.
3. The Explore Bowhunting logo and Kentucky Explore Bowhunting logo are trademarked and copyrighted. In Kentucky, only the Kentucky Explore Bowhunting logo (comprised of the KDFWR shield and Explore Bowhunting logo) shall be used in conjunction with Explore Bowhunting programs for advertising, promotion and instructional purposes including t-shirts and flyers.

Funding and Payment Process

1. Upon receiving the grant application, KDFWR's Explore Bowhunting state coordinator will notify the Host about the application's status by issuing a letter as soon as possible. If funds are available and a grant is awarded, the grant period begins the date an approval letter is issued through the end of the Grant Year (January 1 2013-May 31, 2014).
2. Grants to qualifying hosts will consist of:
 - a. Equipment Grant
 - b. Loaner Kit Grant
 - c. 3-D Target Grant

3. Grants will be awarded to qualifying Hosts on a first-come-first-serve competitive basis until all grant funds or loaner kits are obligated and spent.
4. **Host is required to pay costs up-front (Equipment Grant), to be reimbursed by KDFWR after grant requirements have been fulfilled.**
5. Host will provide proof of the applicable class and student participation by ensuring student registrations and evaluations have been submitted as described in “Host Agrees To” section above.
6. Grant reimbursement will be authorized only if and when all applicable requirements are met by Host.
7. Grant reimbursement checks must be cashed or deposited by Host/designee within thirty (30) days of the check’s issue date.
8. **If Host fails to fulfill grant requirements, the host will forfeit the opportunity to receive any Future KDFWR Explore Bowhunting grant assistance.**

Ownership of Materials

1. Any and all equipment purchased by the host with funding under this agreement becomes property of the Host.
2. Loaner Kits (equipment & materials) remain the property of KDFWR
 - a. Any lost, stolen or damaged equipment costs shall be replaced by Host or replacement cost will be billed to Host by KDFWR.
 - b. The loaner kit materials will not be used outside the Host’s own Explore Bowhunting program.
3. Curriculum materials are copyrighted and shall only be photocopied for use in the purchasing Host’s registered Explore Bowhunting classes. Explore Bowhunting materials *shall not* be used outside the Host’s own Explore Bowhunting program without written permission from the Explore Bowhunting state coordinator.

Monitoring Requirements

1. KDFWR Explore Bowhunting state coordinator has the right to and shall monitor the program through informal phone calls, onsite visits and e-mail.
2. The Explore Bowhunting Host shall allow KDFWR access to all financial records and/or audited financial statements related to this agreement.

Termination

KDFWR retains by state law the right to terminate agreements at any time, without penalty or recourse, by giving written notice at least thirty (30) days prior to the effective date of termination.

Legal Compliance, Safety & Hold Harmless

The Explore Bowhunting Host agrees to comply with all applicable laws and regulations, and to take all reasonable and lawfully required steps to ensure the safety of the public during the performance of this cooperative agreement and the provision of all public programs and activities furthered by it. The Explore Bowhunting Host also agrees to indemnify and hold harmless KDFWR, and its agents and employees from any claim or suit arising out of, or in connection with, EB grant agreements and the provision of all public programs and activities furthered by them.

Other Provisions

KDFWR will be given appropriate credit in all publications, educational materials and in any media contacts related to Explore Bowhunting and grant. An example of appropriate wording is: *“The Kentucky Department of Fish & Wildlife Resources provides Explore Bowhunting and grants program in Kentucky with support and partnership from the Archery Trade Association (ATA) to enable youths and adults to enhance their encounters with the outdoors by introducing them to outdoor skills, bowhunting, and wildlife conservation through fun, hands-on activities.”*



Kentucky Fish & Wildlife Foundation



3D Target Grant

The Fish & Wildlife Foundation will be offering its support of the Explore Bowhunting program in the form of 3D targets for Kentucky's after-school clubs and additional programs.

Who is eligible?

Programs will be eligible for the 3D target grant for every 10 **new** students they register in their Explore Bowhunting archery clubs or programs. Maximum of 3 targets given to each organization per year.

What kind of Targets are provided?

Targets will be purchased through Kinsey's Archery and will include a variety of 3D target brands and styles.

Target Choices will include: Deer
 Turkey

Targets will be ordered for classes in an alternating fashion beginning with a deer target to provide a variety unless specified otherwise on order form.

Do we get to choose what target we get?

Yes, on the Grant Application be sure to check the box indicating what kind of targets you would like for your program. If you select "Both" you will receive both available targets in an alternating fashion (beginning with a deer) as student registrations are received. (ex: 30 registrations means that targets will be ordered as such; deer, turkey, deer)

Requirements:

- 1) Have a *minimum of 10* students complete an Explore Bowhunting course within the grant year.
- 2) Complete a *minimum of 10* different activities within your Explore Bowhunting program.
- 3) Register all students and return registrations to KDFWR (for each course held).
- 4) Complete student and instructor evaluations and return to KDFWR (for each course held).
- 5) Complete and return the annual instructor survey to KDFWR.

**** Failure to fulfill grant requirements voids opportunity for future 3-D targets in addition to other grants, and continued use of loaner Equipment Kits.**

All Registrations, Evaluations & Annual Surveys must be completed and returned to KDFWR by May 31st 2014.